



## It's final report time

For those of you with contracts ending on June 30, 1999 it's time to start thinking about your final reports.

As a part of grant closeout procedures, your district must submit a final report to the Commission within 45 days after the grant expiration date.

To quote the grants program *General Terms and Conditions*, "The final report will include a narrative summary of grant activities and accomplishments. In addition, it will include an evaluation of the success of the project, including the methods used to determine success or failure."

The main purpose of the final report is to showcase, in easily understood words and pictures (if you have them), what your district did with its grant money. Ideally, we at the Commission should be able to get it in the mail one day, and hand it to a curious legislator the next. The final report is your chance to shine – to market your district and its ability to put conservation on-the-ground.

## Oh, by the way

We typically won't be giving your district its final grant payment until we receive your final report.

If you have questions on this policy, feel free to call any of the grants staff listed at the bottom of this page.

## And if that wasn't enough

Here's something else: Program and Money Management Standards. Remember these? As a part of every grant application, your district is required to certify that it meets these standards.

The standards are the minimum requirements each district must have in place to receive grant funds from the Commission. Grant dollars may be withheld by the Commission if a district does not have the standards in place, or at least a request for

deviation that details the district's plan for meeting the standards.

Also, at the start of each new biennium, every district is required to submit a new Money Management Standards and Certification, and a new Program Management Standards and Certification.

This year, Debbie has asked you to submit these as part of your Basic Funding application so that they're on file in our office for the rest of the 1999-2001 Biennium.

If you have questions on these certifications, please call Debbie Schenck at 360/407-6212.

## Give us a "C" ... give us an "R" ... give us an "E" ... well, you get the idea

The CREP program is rolling along like a Mack truck. And like a Mack truck, it took a while to get in high gear. Here's what's happened since the last newsletter:

Desautel Communications, who is under contract to do the marketing and public relations for CREP, is producing a video and CREP display kits for fairs and other events.

The video will explain the program and feature involved landowners and shots of the riparian forested buffer required for a CREP contract. Also included in the video will be prominent leaders in Washington's agricultural and resource conservation communities.

The display kits will include laminated posters, brochures and holder, and are suitable for fair booths or other public events.

Both the video and display kits are available to CREP districts on request. Just give Mark a call at 360/407-6531.

Also, Mark asks that you log the inquiries you receive about CREP, so they can be forwarded to the Commission at a later date.

- **Bob Bottman**, Grants Officer, 360/407-6204, [bbot461@ecy.wa.gov](mailto:bbot461@ecy.wa.gov)
- **Cheryl Witt**, Project Officer, 360/407-6205, [cwit461@ecy.wa.gov](mailto:cwit461@ecy.wa.gov)
- **Debbie Schenck**, Contracts Assistant, 360/407-6212, [desc461@ecy.wa.gov](mailto:desc461@ecy.wa.gov)
- **Ann Holleman**, Contracts Assistant, 360/407-6114, [amho461@ecy.wa.gov](mailto:amho461@ecy.wa.gov)

## Doing dairy nutrient management plans?

*The Checklist for Conservation District Approval of a Dairy Nutrient Management Plan* is available at the Commission's website:

<http://conserver.org/dairy/>

## Grant contracts will be lighter

Cheryl Witt, the grants section's wizard of contracts, enrolled the old General Terms and Conditions section of our grant contracts in Weight Watchers. The result was a reduction from 35 pages to just 5!

So, where did it all go? Into the *Procedure Manual*.

Well, it's not there yet, but will be shortly. We will send you a revision to Section 360 of the *Procedure Manual* that includes all the administrative requirements formerly found in the General Terms and Conditions, and then some.

Any future updates or changes to grant policies or procedures can easily be communicated to all districts through the existing *Procedure Manual* revision system.

Also, this change makes all the forms used by the grants program available in hard copy. They also are downloadable from the Commission's website at:

<http://conserver.org/cgi-bin/downlist/list.cgi>

## And now, this month's advice from Debbie

If a district takes the 50% initial payment option on a Commission grant, it must voucher monthly for expenditures. This is unlike Ecology grants.

At the district's discretion, additional grant funds may be reimbursed when the level of the initial payment reaches the one-month equivalent. Once this point has been reached, districts must voucher at least quarterly, but not more than once a month.

## Want to tell the Commission how to spend some money?

WACD has arranged three meetings to give district supervisors and staff an opportunity to learn about the outcome of this year's legislative session, and provide district input on Commission spending decisions that have yet to be made for the 1999-2001 Biennium.

Input is needed for decisions on:

- ❑ Funds for technical assistance to landowners for salmon ESA compliance;
- ❑ Funds for engineering assistance for dairy nutrient and water quality grants;
- ❑ How to seek funds for a "CREP Plus" program from the salmon recovery fund;
- ❑ How districts and the Commission should seek and spend the \$830,000 appropriated for Puget Sound Action Plan funding; and
- ❑ How districts and the Commission should seek other miscellaneous salmon funding.

Meetings will be held:

- ❑ Tuesday, June 22, at the Fire Department, 701 E. Third Ave., Moses Lake;
- ❑ Wednesday, June 23, at the Spokane County CD, 210 N. Havana, Spokane; and
- ❑ Thursday, June 24, at the Department of Ecology building, Rm. ROA 34 & 36, 300 Desmond Drive, Lacey.

All meetings start at 6:00 p.m. and are scheduled to end at 9:00 p.m.

## Humorous quotes to lighten your day

"Your food stamps will be stopped effective March 1992 because we received notice that you passed away. May God bless you. You may reapply if there is a change in your circumstances."

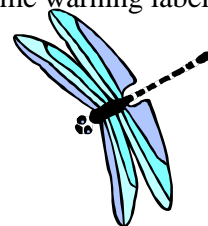
--Department of Social Services, Greenville, South Carolina

"We apologize for the error in last week's paper in which we stated that Mr. Arnold Dogbody was a defective in the police force. We meant, of course, that Mr. Dogbody is a detective in the police farce."

--Correction Notice in the Ely Standard, a British newspaper

"Caution: Cape does not enable user to fly."

--Batman Costume warning label



**Have a wonderful summer!**